

THE POST BUILDING

WASTE MANAGEMENT STRATEGY

November 2017



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1. INTRODUCTION

This Strategy has been prepared to define the operational, day-to-day waste management procedures for The Post Building.

2. ACCESS

All servicing is designed to be consolidated through one internal service area, accessed from High Holborn. There will be three loading bays within the internal service area at ground level. The refuse waste rooms are located on basement level B1.

3. WASTE GENERATION AND STORAGE

All waste is designed to be collected and managed within the site. Dedicated commercial and residential stores have been designed in the basements, while retail units will store their waste within their respective demises.

Waste will be collected by contractors' vehicles from the internal service yard with material transferred from store rooms to a presentation area prior to collection. Waste will not be transferred to the presentation area via the public highway.

3.1 Residential

A waste room will be available for the residential units to hold six 1,100 litre bins and two 240 litre bins.

3.2 Office

Office refuse will be taken to a compactor located in the service yard refuse area. This will usually be undertaken by their cleaning contractor on a daily basis. Recyclable waste will be taken to the waste room, which will hold five 360 litre bins and 100kg bales.

3.3 Retail

Retail units will store their waste within their respective demises until it is transferred to the waste room by Occupier representatives (either directly employed or outsourced cleaning contractor staff) on a daily basis.

4. EQUIPMENT

The refuse area will contain one 10m³ compactor located on a loading bay 12mx 4m with 5m clear headroom over the compactor.

Waste store rooms for residential units and retailers for the appropriate number of bins awaiting emptying into the waste compactor and for the recycle bins.

Water points for hosing down

Electrical points for waste disposal and cleaning equipment

Activity will be controlled by a member of the property management team.

5. ACCESS

Access to the refuse area will be from High Holborn. Waste collection vehicles will drive into the refuse area; collect the waste or compactor bins and then drive out forwards, thus mitigating any safety risk arising from reversing out of a structure onto a shared roadway or area.

The access strategy is consistent with Arup's Swept Path Analysis, drawing numbers (230602-00-31_Ver1, TPB-ARP-000-XX-GA-Y-00-0048_Ver1, 230602-00-48_Ver1).

6. WASTE STREAMS

Waste will be broadly categorised and segregated into the following waste stream examples:

6.1. Waste Streams

➤ General (Residual) Waste examples

Crisp Bags
Sweet wrappers
Napkins
Sandwich bags
Plastic bags

➤ Mixed Dry Recycling examples

Plastic bottles and other recyclable plastic items
Cardboard
Plastic and paper cups
Aluminium drink cans
Paper, books, files, folders

➤ Food Waste

All types of food waste, excluding packaging. Food waste will go into a separate receptacle which will be collected for offsite composting.

➤ Toner

A separate toner collection bin will be provided within the refuse storage area
Computer ink and toner cartridges can be disposed of in the toner bins, but not empty photocopier bottles.

➤ Battery recycling

A battery recycling tube will be provided for occupiers to dispose of batteries.

WEEE Waste. A bin will be provided for the disposal of small electrical waste items such as

- Small household appliances i.e. kettles, toasters
- IT and telecommunications equipment i.e. phones, headsets, computer keyboards
- Electrical and electronic hand tools

7. WASTE STORAGE

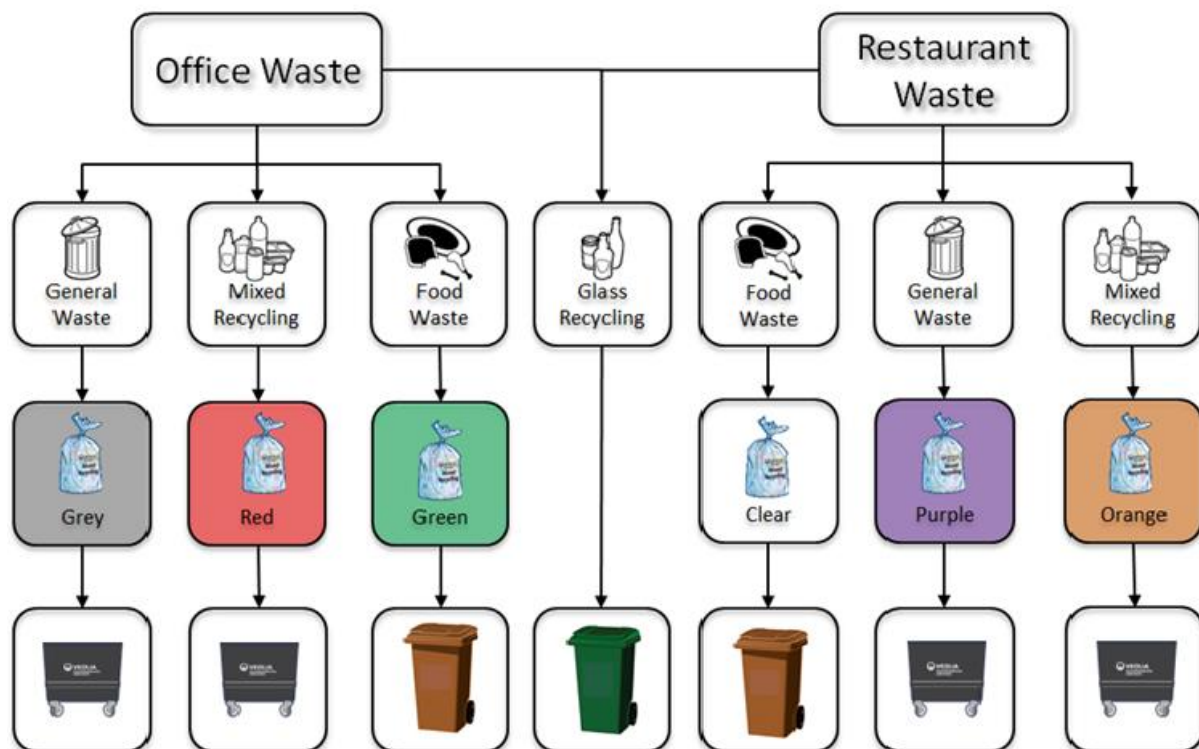
7.1. To ensure efficient recycling, occupiers will be asked to segregate waste at source, namely on their floors. Reference will be made in the occupier guide to this process. Occupiers will be encouraged to have the following on their floors:

- Coloured plastic bags
- General waste bin
- Mixed dry recycling bin
- Food waste caddy
- Receptacles for glass, lamps, electronic equipment

7.2. The waste rooms will contain a combination of bins and caddies, appropriate for the collection of each waste stream. Occupier representatives (either directly employed or outsourced cleaning contractor staff) will bring waste down from the floors and deposit in the appropriate bins.

7.3. Landscaping waste will be removed by the landscaping contractor.

7.4. It is likely that the Waste Process Flow will be as follows.



In order to encourage effective waste segregation and recycling, posters will be issued to Occupiers and posted in all waste storage areas. Please see example below.



8. INTERNAL WASTE TRANSPORTATION

- 8.1. All waste bins will be collected from the building waste storage rooms at a frequency based on actual weekly requirements. Receptacles will be towed to the refuse area, where they will be placed in the appropriate collection bins. Receptacles will then be returned to the appropriate building waste storage areas.
- 8.2. Waste is weighed off site by the waste collector and the weight of each waste stream recorded for reporting purposes.
- 8.3. All Landscaping waste will be removed from site by the Landscaping contractor, following each maintenance visit.

9. EXTERNAL WASTE COLLECTION

- 9.1. A waste collection contract will be tendered and entered into with a waste collection contractor. The contract will include the requirement for the contractor to conduct all the required checks and inspections and to provide all statutory information, for example Waste Transfer Notices. In addition, provision will be made for inspection of the contractor's waste processing facilities.

- 9.2. Compactor bins will be collected 2 – 3 times per week. The collection frequency is currently an estimate and will be confirmed once the occupancy evolves and actual waste production is known.
- 9.3. The same will apply to the food waste, unless it is decided to install food waste digesters, in which case no collection will be required as food waste is converted into a harmless liquid that is discharged into the drains. This process has Castle Water's (previous Thames Water) approval.
- 9.4. Glass, lamps, electronic equipment and cardboard will be stored in the appropriate receptacles in the refuse area until approximately 80% – 90% full, at which point collection will be requested.

10. WASTE MANAGEMENT AFFECTING PEST CONTROL

- 10.1. Given that the building will be presented in an exemplary manner at all times, the management of waste will include robust pest control measures such as rodents and insects.
- 10.2. The Key Performance Indicators (KPI's) in the waste management contract will be specifically crafted to ensure that cleaning and waste management outputs are accurately specified and efficiently monitored and managed.
- 10.3. The waste management strategy will also rely upon an effective pest control contract with an expert service partner.
- 10.4. The Strategy proposed for the control of pests is primarily based on providing an active cleaning regime. An effective cleaning regime will remove food sources from the building, disturb roosting/nesting sites, remove nests and regularly address areas of bird fouling (highlighting where further intervention may be necessary).
- 10.5. Bird and rodent populations are primarily determined by food supply and not competition, therefore it is very important to discourage feeding and roosting of birds on the roof and remove food waste to restrict the local food supply. Generally birds and rodents become a problem where there is a ready source of food or where the birds/rodents have been allowed to roost/nest undisturbed for a period of time.
- 10.6. Physical pest control measures and methods, will include:

Operating and enforcing a policy in terms of which all waste storage receptacles will be covered at all times.

All waste bins, in particular food waste bins, will always be closed whether being stored in building waste storage areas awaiting collection, stored in the refuse area or during transportation.

The pest control contractor will make use of the appropriate baiting and chemical treatment measures